

CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION STRATEGIC PLAN

APPENDICES

APPENDIX A—Projected Budget Summary

Table to be developed

Steps	Initiatives	1	2	3	4	5
1	PY/Pers Svc \$					
	Oper \$					
	Cap \$					
2	PY/Pers Svc \$					
	Oper \$					
	Cap \$					
3	PY/Pers Svc \$					
	Oper \$					
	Cap \$					
4	PY/Pers Svc \$					
	Oper \$					
	Cap \$					
5	PY/Pers Svc \$					
	Oper \$					
	Cap \$					
Totals	PY/Pers Svc \$					
	Oper \$					
	Cap \$					

APPENDIX B—Project Scope

INTRODUCTION

The California State Fire Marshal (OSFM) under grant funding from the California Fire Chiefs Association (Cal Chiefs) endeavors to develop a California Fire Service Training and Education Corporate Plan. This plan will have three basic components:

- Phase 1—An immediate “Tactical Plan” to update and realign the current training program administration and curriculum and transition from the current model to the new model.
- Phase 2—This is the Mid-Range component of the “Strategic Plan”. This completes the move of the training program out of its current model into the new model that will provide training into the subsequent decade.
- Phase 3—A long-range “Strategic Plan” that will provide processes to ensure that the plan stays current in an environment of rapidly changing technology and cultural influences well beyond the next decade.

The project will follow a prototype “corporate plan” model with the exact details to be developed.

OSFM desires to have a consultant develop the plan in conjunction with advisory groups that will provide the requisite expertise to develop the plan.

TASK 1- INITIATE AND MANAGE THE PROJECT

This task combines the activities of starting the project of Developing the Corporate Plan and the ongoing task of monitoring, controlling, and administering the project. Project reporting will consist of frequent telephone reports as well as monthly status reports. The monthly status reports will be in person with a written report as well. The monthly status report will be on the first Monday of each month at 1400 at OSFM offices.

The consultant will report directly to Acting State Fire Marshal Kate Dargan, throughout the course of the project. The consultant will work cooperatively with the STEAC (State Training and Education Advisory Committee), OSFM staff, and other interested parties.

TASK 2 – DEVELOP A VISION FOR THE CORPORATE PLAN

This task identifies and describes the issues including a short history of California Fire Service training. In consultation with stakeholders, the advisory group at the Summit described below, will develop a vision for the next thirty years, in ten-year blocks, including deadlines for achievement and articulate an ongoing review process.

Every five years OSFM and stakeholder groups will audit the program in a process similar to an educational institution’s accreditation.

This future vision will come from the Future of State Fire Training Summit at Mission Inn/Riverside Convention Center July 26-28.

TASK 3 – CURRICULUM DEVELOPMENT AND SUPPORT

This task will describe the process to develop, maintain, and support the curriculum. It will describe a process to change the curriculum to meet changing conditions. From the vision, it will identify and define the certification, designation, and registration processes. This task will also analyze the system components, evaluate their effectiveness, and recommend changes. This task will incorporate the work of the STEAC Committee.

This task will examine and develop appropriate linkages between the FSTEP (Fire Service Training and Education Program) and SFT (California Fire Service Training and Education System) curricula. This also includes the validation of training materials for use in the program.

TASK 4 – ADMINISTRATION

This task will describe and identify the organization(s) required to administer the program and the attendant administrative processes. This includes the process of registration of instructors for the course components.

TASK 5 – FINANCE

This task will analyze current costs; estimate future costs based on future curricula and revenue needs and identify potential funding sources. The task will also identify the necessary legislation to implement the funding.

TASK 6 – FINALIZATION AND IMPLEMENTATION

This task will include a first draft written delivered document to the stakeholders for consensus review and edit, and a final draft document acceptable to OSFM and Cal Chiefs.

OSFM, with assistance from the consultant, will carry the plan through the vetting process as needed and will complete the necessary work for public presentations in various media.

This task will complete the work for final publication of the plan.

APPROVALS AND VETTING

With assistance as required from the consultant, OSFM will seek official approval and adoption of the plan.

APPENDIX C—PROJECT TIMELINE



APPENDIX D—TRAINING AND CERTIFICATION PROGRAMS

The introduction states the main topic or idea of the outline, and the conclusion summarizes it.

Each sub-topic describes the main idea for a paragraph.

Supporting information and details for a sub-topic are listed under the sub-topic with each piece of information listed separately.

When supporting information is listed under a sub-topic, there are at least two pieces of information listed. If there is only one piece of information to support a sub-topic, the information is included in the sub-topic.

APPENDIX E—POLICY GUIDANCE

■ A. Legislative foundation

1. Current legislation

“Health and Safety Code Section 13157. The California Fire Service Training and Education Program is hereby established in the office of the State Fire Marshal. The State Fire Marshal, with policy guidance and advice from the State Board of Fire Services, shall carry out the management of the California Fire Service Training and Education Program and shall have the authority to:

- (a) Promulgate and adopt rules and regulations necessary for implementation of the program.
- (b) Establish the courses of study and curriculum to be used in the program.
- (c) Establish prerequisites for the admission of personnel who attend courses offered in the program.
- (d) Establish and collect admission fees and other fees that may be necessary to be charged for seminars, conferences, and specialized training given, which shall not be deducted from state appropriations for the purposes of this program.
- (e) Collect such fees as may be established pursuant to subdivision (d) of Section 13142.4.

“Health and Safety Code Section 13158. The State Fire Marshal shall employ under civil service a program manager and staff as necessary to perform the functions for which the program has been established. All personnel of the State Fire Training Program with the Department of Education shall be eligible to transfer to appropriate positions in the California Fire Service Training and Education Program provided they meet

the qualifications for those positions.

“Health and Safety Code Section 13159. The State Fire Marshal, with policy guidance and advice from the State Board of Fire Services, shall have the following responsibilities:

- (a) To make fire service training and education programs, including training and education in the use of heavy rescue equipment, available on a voluntary basis to fire departments that rely extensively on volunteers.
- (b) Cooperate with the State Board of Fire Services in the development of a minimum standards program for fire service personnel and fire service instructors.
- (c) Assist and cooperate with State Board of Fire Services pursuant to Section 13142.4.
- (d) Verify that minimum curriculum requirements, facilities, and faculty standards for schools, seminars, or workshops operated by or for the state for the specific purpose of training fire service personnel are being met.
- (e) Make or encourage studies of any aspect of fire service training and education.
- (f) Determine the need for and recommend locations of regional training sites.
- (g) Develop a model plan or system for use by fire departments for the control of fires and the safety of firefighters where hazardous materials are involved.
- (h) Study the feasibility of establishing within the office of the State Fire Marshal, a depository of information on hazardous material characteristics for use by local fire departments and other entities that respond to emergencies.

“Health and Safety Code Section 13159.4. The State Fire Marshal shall annually review, revise as necessary and administer the California Fire Service Training program, shall establish priorities for the use of state and federal fire service training and education funds applicable to statewide programs, other than those funds administered by the Department of Forestry and Fire Protection, and shall approve the expenditure of these funds in accordance with the established priorities. This section shall not restrict local entities from independently seeking and utilizing state and federal funds for local fire training and education needs.”

2. Current Policy and Procedures reside in the 2006 edition of the Policies and Procedures Manual¹. The following excerpts describe the

¹ State Fire Training. SFT Policies and Procedures Manual. Sacramento, California. 2006. Second Printing

current configuration of the programs.

a. OVERVIEW

“The OSFM’s fire service training functions are an outgrowth of the transfer of the Fire Service training and Education Program (FSTEP) from the Department of Education in 1978. Since that time, the OSFM’s role has evolved from one of in which the State Fire Marshal staff worked directly with fire departments in the field to one of coordination of the statewide delivery system, working through and with community colleges and registered instructors.”

b. CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

“The California Fire Service Training and Education System (SFTS) was created in a continuing effort to establish coordination among the various elements that contribute to the development, delivery, and administration of training for the California fire service e.”

SFTS was the name given to the former “California Fire Academy System” which represented the initial attempt to employ a ‘system’ concept to fire service training. The name was decided upon to avoid confusion with the California Fire Academy at Asilomar. Through the years, SFTS has become synonymous with CERTIFICATION.”

“(1) Objectives

“The objective of SFTS is to provide a single statewide focus for fire service training in California. General functions of the System include:

- Implementing OSFM standards and requirements.
- Managing curriculum development.
- Accrediting courses leading to certification.
- Approving standardized training programs for local and regional delivery.
- Administering the certification system.
- Publishing certification standards, instructor guides, student manuals, and related support materials.
- Maintaining liaison with individuals, groups, organizations, and agencies involved in training.

“Some of these functions require direct control, as in the case of certification and accreditation; however, for the most part, SFTS’ role is one of facilitating, coordinating and assisting in the development and

delivery of standardized in-service and specialty training for the California fire service.”

“(2) How SFTS works

The California State Fire Marshal has the responsibility for the System. A full-time staff, headed by the Chief for State Fire Training manages SFTS from the OSFM headquarters in Sacramento. The development and updating of curriculum, certification exams, and student manuals is accomplished through advisory committees or volunteer task forces of working professionals in the field. STEAC [State Training and Education Advisory Committee] reviews all substantive changes and or additions to standards, rules, and procedures before presentation to the SBFS [State Board of Fire Services] and the OSFM for adoption. SFT is self-funded from participant fees, i.e. student registrations, certification fees, and the sale of bookstore materials.”

“...(4) Certification system

The term ‘certification’ is used to recognize an individual for having met approved professional standards by meeting certification prerequisites, experience requirements, completing a specific accredited course of study, and passing appropriate certification examinations.

This dynamic system has evolved over many years, and is the result of input from individuals and organizations within the California fire service.”

c. “FIRE SERVICE TRAINING AND EDUCATION PROGRAM

“The Fire Service Training Education Program, or FSTEP, is designed to provide both volunteer and career fire fighters with hands-on training in fire fighting, extrication, rescue, emergency vehicle operations, pump operations, and the Incident Command System. Courses are delivered through registered instructors and may be custom tailored by the instructor to meet a department’s specific needs. Upon successful completion of a course, the instructor will issue a California State Fire Marshal’s certificate of completion to the student.

“FSTEP is also a term used for the training programs available from State Fire Training that do not lead toward certification. In addition to the traditional FSTEP course, the Incident Command System, Confined Space Rescue, and Emergency Care of the Sick and Injured are included under the FSTEP umbrella.

“The courses vary in length, ranging from self-study programs for some of the ICS courses to 40 hours for Confined Space Rescue Operations training. Instructor guides and student manuals support several courses while others are supported only with course outlines. All courses are taught by registered instructors.

The State Fire Marshal is charged under Article 4 of the Health and Safety Code (state law) titled California Fire Service Training and Education Program (FSTEP) to make available fire service training and education programs on a voluntary basis to fire departments that rely extensively on volunteers.

d. CALIFORNIA FIRE ACADEMY

The California Fire Academy at Monterey is cosponsored and managed by State Fire Training in cooperation with Monterey Peninsula College.

On the Monterey Campus, the Academy conducts specialized training courses and advanced officer program of statewide impact. On-campus programs are targeted to middle and top-level fire officers, fire service instructors, technical professionals and representatives from allied professions. Any person with substantial involvement in fire prevention and control, emergency medical services, or fire-related emergency management activities is qualified for academy courses.

■ B. Regulation process

1. Office of Administrative Law Review

“A California state agency must consider recommendations and objections from the public before it adopts or changes any regulation not expressly exempted from the California Administrative Procedure Act (APA). A “regulation” is a policy or procedure affecting the public or any segment of the public that implements, interprets, or makes specific a statute the state agency enforces or administers.” The policies of SFT and FSTEP do not meet this criterion.

The existing fire service training and education policies of the OSFM should be vetted through this process.

2. Policy review process

3.

APPENDIX F—Annotated References

To be developed Every source has a specific reference in the report. Include only the sources that are mentioned in the

report.

Each entry follows the correct format for the type of reference.

List entries in alphabetical order, according to author's last name.